

ADMINISTRATIVE — INTERNAL USE ONLY

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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 11 JANUARY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

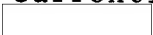
II. Items/Events of Major Interest:

a. Quality of Life: The selection of carpet, wall covering, and furniture for the Office of Medical Services is now complete; and orders have been forwarded to Procurement Division, OL, for the first two items. Furniture has been specified for processing when funding approval is given. Seating is to be doubled.

Carpet in the elevators at Headquarters Building has been specified for spring replacement.

One hundred ash/trash combination containers have been ordered to replace wall-mounted ashtrays in the halls and elevator wells at Headquarters Building.

Requests have been sent to GSA to replace 11,250 dispensers that use loose towels with roll-type units, to obtain samples and price quotes for refinishing stalls, and to repair all broken hardware in rest rooms at Headquarters Building.

Permanent Planter Barricades: The Architectural Design Staff (ADS) has located a local manufacturer of precast concrete planters and is currently preparing a proposal using this company's planters. 

c. DCI Portraits: The Cedric Egeli copy of William Draper's portrait of DCI McCone was hung on 6 January. On 9 January it was approved with great enthusiasm by the Fine Arts Commission. The same artist's rendering of a new Turner portrait will not commence until the Agency is willing to request a photographic session of Turner.

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d. Meetings: Representatives of ADS, the Office of General Counsel, and the Public Affairs Office (PAO) met to determine client requirements for redesigning Room 7D000, Headquarters Building, as part of the Stafford Building backfill. Construction drawings are 75 percent complete but are temporarily on hold pending changes in PAO requirements.

ADS and Office of Communications representatives met with the A/E firm Kidde to discuss design proposals, which will be presented to the Director of Communications on 11 January 1984.

e. Drawings: Construction drawings were completed and issued to the Space Maintenance and Facilities Branch (SM&FB), OL/LSD, on 5 January 1984 for relocating the Administrative Staff, Office of East Asian Analysis, to Room 3E54 Headquarters Building, as part of the [] Building backfill.

Drawings for renovations to the Executive Dining Room storage area in the basement of Headquarters Building (Room BD2808), to bring it into compliance with standards set by the FSA after its recent inspection, were completed and issued to SM&FB on 5 January 1984.

f. Room 3D54, [] Building, was surveyed and design proposals were presented to the Office of Communications. Construction drawings are 30 percent complete.

g. Design Proposals: ADS prepared design proposals for the move of two offices of the National Intelligence Council to the 7B Corridor at Headquarters Building as part of the [] Building backfill.

h. First Floor Corridor Painting - Headquarters Building: An outside firm has been awarded a GSA contract to paint the walls and ceilings of the first floor corridors. In order to protect the DCI portraits and Melzac-loaned art, all paintings will be removed to storage on 16 January 1984 by Artransport.

i. New Building Project Office Move: The Sheetmetal Shop completed installation of expanded metal for VTR treatment of Room 3E36/44 for the New Building Project Office. Masonry work to block in a new door has been done, with brown and white coating remaining. The Carpenter Shop is 90 percent complete, with installation of bulletin boards remaining. Still to be done is the installation of critical power.

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i. Jobs Completed: The work order for Room GG2202, Headquarters Building, for the Office of Data Processing is being reported as complete. SM&FB has been waiting for 3 months for delivery of partitioning which needs an electric outlet hard wired and the installation of a door buzzer and release. This work will be done on a minor work order when the partition is delivered.

The plumbing and electrical Shops completed the hookup of the third air handler unit in Room GD45, Headquarters Building, for the Office of Communications HSTS expansion.

STAT With regard to the provision of bathroom/pantry facilities in Room 6D57, Headquarters Building, for the [redacted] the plumbing shop has completed the covering of pipes with insulation, which finishes this job.

The painters have completed their work in Room 4F24, Headquarters Building, for the DDI/OEA.

Painting of Room 6B4403, Headquarters Building, for the Central Cover Staff, DDO, is finished.

j. Deactivation of Tube Station: The Carrier Maintenance Section will deactivate Tube Station FU-1 in Room 7C17, Headquarters Building, by 1700 hours on 10 January 1984.

III. Significant Events Anticipated During the Coming Week:

STAT No items this reporting period.

[redacted]
Deputy Chief
Logistics Services Division